



JEFFERSON
BEHAVIORAL
HEALTH

Managed Mental Health Care Organization for Coos, Curry, Jackson, Josephine, and Klamath Counties

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Clinical Records Monitoring Policy and Procedures

Board Approved Date: June 3, 2011

State Approved Date:

JBH POLICY & PROCEDURE

Clinical Records Monitoring

Approved by JBH Board of Directors: _____ Approved by State of Oregon – DHS/AMH: _____

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PART I: JBH POLICY ON CLINICAL RECORDS

A. Purpose

This P&P instructs contractors on maintenance of clinical records according to State and Federal standards. The following procedures set forth in this policy should serve as a tool to assist JBH staff, Participating Provider agency staff, OHP Members and/or their Representatives, stakeholders, and regional and/or allied agencies in implementing an efficient system for clinical record keeping.

B. Applicability

For the purposes of this policy, the term Jefferson Behavioral Health (JBH) includes the Jefferson Behavioral Health staff and its authorized representatives. JBH shall follow this policy as it applies to the OHP mental health services governed by the Mental Health Organization Agreement between the State of Oregon and JBH. Participating Providers shall follow this policy to the extent that it applies to the mental health services that they provide to JBH Members. The responsibilities outlined in this policy shall also include, but not be limited to, contractors and subcontractors and/or any agency delegated with the responsibility for managing mental health services for JBH members.

PART II: GENERAL PROCEDURE FOR CLINICAL RECORDS

A. Responsibility and Procedure for maintaining clinical records.

1. Contractors must have in place policies and procedures that ensure clinical records are kept according to State and Federal standards.
2. Contractors have the responsibility for maintaining clinical records. Contractor shall maintain recordkeeping consistent with OAR 410-141-0180, Oregon Health Plan Prepaid Health Plan Recordkeeping, ORS 166-150-0060 County Mental Health Record Requirements, ISSR 309-032-1525 through 309-032-1535 and the 309-016-0000 through 309-016-0755.
3. Clinical Records shall document the degree of agreement or disagreement of the OHP Member, or the legal guardian of the OHP Member, with the Covered Service and Treatment Plans recommended and explained by the Mental Health Practitioner. If the Clinical Record does not include a signed and dated consent of the OHP Member or the legal guardian of the OHP Member to the recommended Covered Service or Treatment Plan, the Clinical Record shall document the reason such signature is missing.

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4. Clinical Records shall also include the signatures, signature dates, and academic degrees of all persons providing Covered Services and, if applicable, the signatures, signature dates, and academic degrees of all persons providing clinical, medical or direct supervision of the case.
5. Clinical records shall be retained for seven (7) years after the date of services for which claims are made. If an audit, litigation, research and evaluation, or other action involving the records is started before the end of the seven (7) year period, the clinical records must be retained until all issues arising out of the action are resolved. Minimum retention of children's records is 6 years after the 21st birthday, whichever is longer. ORS 166-150-0060
6. Contractor shall have written policies and procedures to ensure that Clinical Records related to Member's Individual Identifiable Health Information and the receiving of services are kept confidential and protected from unauthorized use and disclosure consistent with the requirements of HIPAA and in accordance with ORS 179.505 through 179.507, 411.320, 433.045 (3), 42 CFR Part 2, 42 CFR Part 431, Subpart F, 45 CFR 205.50, and section 3 OAR 410-141-0180.